



U.S. Department of State  
Bureau of Human Resources/Office of Retirement

## THE RETIREMENT RECOGNITION AWARD REQUEST

Full Name Of Retiree <i>(Last, First, Middle)</i>		
Date of Retirement <i>(mm-dd-yyyy)</i>	Social Security Number <i>(123-45-6789)</i>	Grade at Retirement <i>(Grade and Step)</i>
Date of Birth <i>(mm-dd-yyyy)</i>	Name as it Should Appear on the Award Certificate	
Correspondence Address (at retirement) <i>(Apartment Number, Street)</i>		
Address <i>(City, State, ZIP Code)</i>		E-Mail Address <i>(JohnDoe@provider.com)</i>
Telephone Number	FAX Number	Bureau at Retirement
Total Years of Actual Service <i>(Excludes Unhealthful Post and Sick Leave Credit)</i>	Years	Months
		Days
<p>The Secretary's Retirement Recognition Award is conferred on behalf of the Secretary to retiring career employees in the Department who, over a period of less than 25 years of service (U.S. Government and/or Military), have performed with dedication and distinction.</p> <p>There is no formal nominating or approval process for the Secretary's Retirement Recognition Award. Area awards officers are responsible for identifying eligible employees, requesting certificates, and arranging for their presentation.</p>		
<b>HR/RET Will Deliver This Form to Your Bureau's Executive Office Awards Coordinator.</b>		
Bureau Executive Office Awards Coordinator Printed Name		Retirement Specialist Printed Name
Signature		Signature
<b>SUBMIT FORM TO:</b>		
<p>Awards Coordinator U.S. Department of State Office of Retirement HR/RET Room H620, SA-1 2401 E Street North West Washington, DC 20522-0108</p> <p>Telephone (202) 261-8960 FAX (202) 261-8988</p>		